

# **JOB VACANCY ANNOUNCEMENT**

## **U.S. EMBASSY – ACCRA**

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The U.S. Mission in Accra, Ghana is seeking highly motivated and qualified individual for the position of **SYSTEMS MANAGER** in the Regional Executive Office (REO) of the USAID/West Africa. The Systems Manager is responsible to the USAID/Accra Supervisory Executive and Executive Officer for planning and implementing Information Resources Management (EXO/IRM) Unit functions and reporting to senior Mission Management and USAID/Washington on the status of Agency effort in these functional areas. Works with the Strategic Objective Teams and support Teams to improve operational systems and assure that systems are operating on cutting-edge technology for USAID/Accra and Client Missions within West Africa.

**Education & Prior Work Experience:** Masters' degree in the fields of computer science, information systems management, or equivalent is required. At least six years of progressively responsible work of a program, technical, or administrative nature where emphasis is placed on analytical, judgmental, and expository abilities with respect to the operation, management, and utilization of computer systems. The position requires prior supervisory function of 1 to 2 years.

For full requirements and position description, please log on to:

<http://ghana.usembassy.gov/jobopportunities.html>  
or <http://www.usaid.gov/west-africa-regional/work-with-us/careers>  
<http://www.usaid.gov/ghana/work-with-us/careers>

**Salary Range: GH¢ 64, 096.00 – GH¢ 96, 139.00 p.a. (depending on qualification and experience)**

*Interested individuals should submit cover letter, Curriculum Vitae with references and relevant certificates to:*

**Regional Executive Office  
USAID/West Africa  
P.O. Box 1630, Accra**

By Email to: [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov);

**NOTE:** When submitting your application via email, start the subject line with the position title **(Systems Manager)**. Failure to state this and attach relevant certificates may disqualify applicant.

**ALL U.S. AND NON-GHANAIAN CITIZENS, WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY, MUST ATTACH COPIES OF THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO THEIR APPLICATIONS TO BE ELIGIBLE FOR**

**CONSIDERATION. NO RELOCATION EXPENSES ARE PROVIDED TO THE JOB LOCATION: ACCRA, GHANA. IF TRANSPORTATION TO ACCRA IS REQUIRED, IT WILL BE THE EMPLOYEE'S RESPONSIBILITY.**

**Only short-listed applicants will be contacted:**

**CLOSING DATE: March 5, 2015**

*USAID/West Africa anticipates awarding a Personal Service Contract (PSC) regarding this announcement. Note that this does not constitute any guarantee that a PSC will be awarded as a result of this announcement.*